

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

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MINUTES

BOARD OF DIRECTORS MEETING

October 16, 2003, 7:30 p.m.

CALL MEETING TO ORDER: The Regular Meeting of the Board of Directors of the Granada Sanitary District was called to order at 7:34 p.m.

ROLL CALL: Attending Directors: President Bill Katke, Vice President Leonard Woren, Secretary Fran Pollard, and Treasurer Laura Stein. Board Member Shawn McGraw was absent due to illness.

Attending Staff: General Manager Chuck Duffy, District Administrator Gina Holmes, Assistant District Administrator Delia Comito, and Legal Counsel Jonathan Wittwer.

PLEDGE OF ALLEGIANCE: Board President Bill Katke led all present in the Pledge of Allegiance.

GENERAL PUBLIC PARTICIPATION: None

ACTION AGENDA

1. Consideration of agreement with Grice, Lund, and Tarkington for Fiscal Year 2002-2003 audit.

**Director Stein moved to approve the agreement with Grice, Lund, and Tarkington for auditing services for fiscal year 2002-2003 (Stein/Woren).
Approved (4-0).**

2. Consideration of meeting room layout and uses for newly leased district office space.

District Counsel Wittwer reported that the District's Lease Agreement did not prohibit the District Board from allowing outside groups to hold meetings on the premises. Administrative staff reported on the District's liability and property insurance coverage, and informed the Board of a recommendation made by the CSRMA Liability Underwriter that the District should require a certificate of insurance from any group utilizing the District facility.

Director Pollard moved to table the item to a special board meeting to be held in December, which will provide Board Members and staff an opportunity to poll community groups and other governmental agencies to determine their interest in using the District's meeting space (Pollard/Woren). Approved 4-0.

3. Consideration of Class 3 Mainline Extension Permit to serve APN's 048-024-070, 048-024-080; 048-024-170 and 048-024-350; Magellan Avenue, Miramar; McDonald/Carey, owners (Stebbins, agent); Length approximately 95 linear feet.

At the previous month's board meeting, the District Engineer was directed by the Board to perform a physical site inspection to investigate the proximity of the proposed sewer main to the nearby ephemeral creek for any potential cross-contamination issues. In a letter dated 10/07/03, Associate District Engineer Nathan Nutter stated that "the flowline of the creek is approximately 85-90 feet from where the new mainline would be located."

Director Woren stated that one of his original concerns was that the plans showed the sewer laterals crossing over the water mains. General Manager Chuck Duffy pointed out that sewer laterals crossing over water mains is relatively common practice. He also stated that the District Engineer had approved the plans from an engineering standpoint.

Director Pollard asked Legal Counsel about the validity of an appeal filed with the Coastal Commission on the subject project. Mr. Wittwer recommended that if the Board were to approve the permit, it be conditional upon the outcome of the Coastal Commission's review of the appeal.

The following persons addressed the Board:

Bruce Stebbins: He felt that the issues of concern from the previous board meeting had been clarified. The Civil Engineer working for Mr. Stebbins had also indicated that the closest distance from the ephemeral creek to the manhole is approximately 95 feet.

Tom Carey: Representing the parcel owner. Stated that an appeal had been filed with the Coastal Commission in conjunction with a request for a lot line adjustment, which was subsequently withdrawn. He said that once all permit approvals had been granted the subject parcels would be merged.

Lee Clark: Attorney representing the parcel owners. Asked the Board to approve the permit, citing that a complete application had been submitted to the District, and that a valid CDP from the County had been obtained for the project. He said he had a letter from the Coastal Commission stating that the nearby ephemeral creek was not on the USGS map, and therefore was not recognized as such.

Director Pollard moved to conditionally approve the Class 3 Mainline Extension Permit to serve APN's: 048-024-070, 048-024-080, 048-024-170 and 048-024-350, on Magellan Avenue in Miramar, pending the outcome of an appeal filed with the California Coastal Commission regarding the subject parcels (Pollard/Woren) Approved 4-0.

4. Consideration of approval of District Engineer's recommendation for relief of five (5) ERU's of Noncontingent Assessments on: APN 047-037-520; Owner: Half Moon Bay Yacht Club.

Director Woren expressed his concerns with granting the relief request because the Yacht Club had participated in the District's now discontinued Transfer Program. He stated that he would like to change the District ordinance code to prohibit this relief because of participation in the Transfer Program.

Director Stein moved to direct Legal Counsel to research the terms and conditions of the Transfer Program in relation to the Yacht Club's request for assessment relief, and to table the item to the next meeting (Stein/Pollard) Approved 4-0.

5. Consideration of approval of District Engineer's recommendation for relief of two (2) ERU's of Noncontingent Assessments on: APN 047-038-090; Owner: Half Moon Bay Yacht Club.

Director Stein moved to direct Legal Counsel to research the terms and conditions of the Transfer Program in relation to the Yacht Club's request for assessment relief, and to table the item to the next meeting (Stein/Pollard). Approved 4-0.

6. Consideration of District Counsel's report on San Mateo County Planning Commission Midcoast Local Coastal Program (LCP) Update Project Tasks 20 & 21 ("Inconsistencies/ ambiguities and Evaluating County completion of LCP assigned tasks"); and Tasks 23 & 22 ("Impervious surface limit and Incorporating Coastal Act policies").

District Counsel Wittwer that, in his opinion, there were no inconsistencies or ambiguities regarding Task No. 20 with respect to the urban/rural boundary, nor did it conflict with District Ordinance No. 149. However, the County believes there may be inconsistencies and is considering changes to LCP policies addressing the urban/rural boundary which may affect the District. Counsel recommended that the Board provide their input to the County, as well as consider whether they wish clarification on certain policies due to concerns raised by community members.

Director Pollard moved to direct Counsel to contact the County Planning Commission to clarify the language in the LCP concerning the Urban/Rural boundary as outlined in Counsel's staff report (Pollard/Katke). Approved 4-0.

President Katke moved to direct District Counsel to provide recommendations regarding impervious surfaces policies as they relate to the potential for increased wet weather overflows, for review at the December board meeting (Katke/Pollard). Approved 4-0.

Director Woren requested that Consent Agenda items #7 and #8 be held for discussion.

CONSENT AGENDA

9. **Approval of Administrative Costs Fund distribution #2 in the amount of \$6,127.27.**
10. **Approval of August 2003 Financial Statements.**
11. **Approval of 1 ERU relief for Haller APN: 048-047-140 (former owners, Beaman).**
12. **Approval of District Claims Adjusters Carl Warren & Co. recommendation for claim rejection for claimant Jerry Lewis.**

Director Stein moved to approve Consent Agenda items #9, #10, #11, and #12 (Stein/Katke). Approved 4-0.

7. **Approval of Regular Meeting minutes for September 18, 2003.**

Director Woren moved to approve Consent Agenda item #7 with the following correction: remove the dash from "Mid-coast Community Council" in item #1 (Woren/Stein). Approved 4-0

8. **Approval of October 2003 warrants totaling \$140,755.65 (Ck #1259 to #1296).**
Director Woren asked how he would check the validity of check #1269, issued to a GSD employee for reimbursement of District related expenses. He was advised by staff that receipts and other back up for each expense item is on file in the office and available for his review.

Director Woren moved to approve Consent Agenda item #8 (Woren/Katke). Approved 4-0.

DIRECTORS' COMMENTS AND COMMITTEE REPORTS

13. **Sewer Authority Mid-Coastside: Directors Woren and McGraw report on meeting held on September 22, 2003.**

Director Woren pointed out an item appearing on the 8/25/03 SAM meeting minutes where Manager Foley had met with Nurseryman's Exchange to discuss their possible connection to the sewer system. He stated that Nurseryman's Exchange is located within GSD's boundaries, and they should be communicating with us. General Manager Chuck Duffy advised Director Woren that he would speak with SAM Manager Jack Foley regarding the issue.

14. Report on other seminars, conferences, or committee meetings.

None.

INFORMATION CALENDAR

15. General Manager's Report:

Mr. Duffy advised the Board that he had just received the Medio Creek crossing CIP report from District Engineers Kennedy/Jenks, and had scheduled a meeting next week to review the report with them.

16. Administrator's Report:

Nothing further to report.

17. Engineer's Report, August 2003:

Nothing further to report.

18. Attorney's Report

Mr. Wittwer introduced an associate attorney from his office, Shandra Dobrovolny, who had accompanied him to the meeting.

FUTURE AGENDA ITEMS

ADJOURN

The meeting adjourned at 9:15 p.m.

SUBMITTED BY:

BY:

Chuck Duffy, General Manager

Fran Pollard, Board Secretary

Date Approved: November 20, 2003